

**ASSISTANT AIR RESOURCES SPECIALIST**  
**ASSOCIATE AIR RESOURCES SPECIALIST**

**Class No. 003852**  
**Class No. 003843**

**DEFINITION:**

To perform professional level work in air pollution emissions estimations evaluating air quality management information and industrial development plans; to provide compliance assistance to small businesses; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Positions in these classes are allocated to the Air Pollution Control District.

**Assistant Air Resources Specialist:**

This is the entry-level class in the Air Resources Specialist series. Under direct supervision, Assistant Air Resources Specialists assists in the analysis of air quality information and performs other routine air quality evaluations and projects.

**Associate Air Resources Specialist:**

This is the journey level class in the Air Resources Specialist series. Under general supervision, Associate Air Resources Specialists performs a wide range of air quality evaluations and projects.

These two classes differ from the Supervising Air Resources Specialist, in that the latter is the highest level in the Air Resources Specialist series, and is responsible for supervising the work of the Air Resources and Strategy Development Section.

**EXAMPLES OF DUTIES:**

**Assistant Air Resources Specialist:**

Performs routine evaluations of air quality management information and industrial development plans; maintains and updates air emissions inventory; collects, compiles, formats, and analyzes routine air quality data; assists in developing, evaluating, monitoring, and updating air quality maintenance and attainment plans; prepares correspondence, graphs, charts, training materials and technical reports.

**Associate Air Resources Specialist:**

Performs specialized evaluations of air quality management information, data, and industrial development plans; determines the short and long-term effects of industrial development plans on local and regional air quality information; evaluates point source and area source emissions data; collects, compiles, and reviews a wide range of emissions inventory submittals for quality assurance purposes; monitors routine evaluations performed by Assistant Air Resources Specialists; reviews industry records and operations to determine compliance with reporting requirements; monitors, evaluates, and implements federal and state programs that affect air quality; represents the District at meetings with Board and departmental representatives and acts as liaison with federal, state, and other agencies to exchange information and coordinate programs; evaluates air quality impacts for specific projects; performs studies and prepares reports on

compliance status, emissions sources, rule effectiveness, cost effectiveness, and other related areas; prepares special reports, correspondence, graphs, and charts; assists in developing comprehensive emissions inventory programs; assists in developing, evaluating, monitoring, and updating air quality maintenance and attainment plans; and may review and approve emergency episode plans.

#### **MINIMUM QUALIFICATIONS:**

Knowledge Level:     T = Thorough;     G = General;     -- = Not Applicable

Classification Level:     Asst = Assistant Air Resources Specialist  
                                     Assoc = Associate Air Resources Specialist

#### **Knowledge of:**

##### **Asst    Assoc**

G	T	Basic air pollution engineering practices.
G	T	Data collection techniques related to air resource management.
G	T	Emission sources, industrial processes and air pollution control equipment.
G	T	Vehicle emissions control measures.
G	T	Meteorological factors that effects air pollution.
G	T	Air resources management and planning principles, techniques, and methods.
G	T	Basic algebra.
--	G	Federal and State laws related to air quality.

#### **Skills and Abilities to:**

The following apply to both classes:

- Collect, compile, format, analyze, and present data related to air quality, emission inventory and emission factors.
- Monitor and update air quality emission, and other related reports.
- Prepare clear and concise technical and non-technical reports, correspondence and training materials.
- Prepare computer-generated reports, charts, graphs, spreadsheets, documents, and correspondence.
- Communicate effectively in oral and written form.
- Understand and follow written directions and verbal instructions in English.

#### **Associate Air Resources Specialist (in addition to the skills listed above):**

- Evaluate a wide range of air quality data and industrial development plans and determine short and long-term effects of local and regional air quality.
- Read, understand, and apply Federal, State, and local air quality regulations.
- Develop air quality related programs and determine rule effectiveness for implementing the enforcement of new regulations.
- Interact effectively with officials and representatives from outside agencies.

#### **EDUCATION/EXPERIENCE:**

Education, training, and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

**Assistant Air Resources Specialist:**

1. A Bachelor's degree from an accredited college or university in engineering, physical science, mathematics, economics, environmental planning, environmental science, life science, or a closely related field; AND, one (1) year of recent, progressively responsible professional level experience performing at least one of the following:
  - a) Collecting and analyzing data related to air quality emission inventory and emission factors;
  - b) Conducting evaluations related to industrial plans, engineering, environmental or physical sciences, or urban planning;
  - c) Enforcing air pollution laws, codes, or regulations.

**Associate Air Resources Specialist:**

1. A Bachelor's degree from an accredited college or university in engineering, physical science, mathematics, economics, environmental planning, environmental science, life science, or a closely related field; AND, two (2) years of recent, progressively responsible professional level experience collecting and analyzing data and conducting evaluations related to industrial plans, engineering, environmental or physical sciences, or urban planning; OR,
2. One (1) year of experience as an Assistant Air Resources Specialist or Air Quality Inspector II for San Diego County's Air Pollution Control District.

**Note:** Experience evaluating air quality management and industrial plans including emission inventory data is highly desirable at both levels.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment. Employees in this class may be required to use their own personal vehicle.